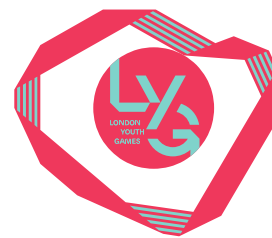


# **LONDON YOUTH GAMES FOUNDATION**

**YOUTH & WORKFORCE DEVELOPMENT MANAGER  
RECRUITMENT PACK**



## Youth & Workforce Development Manager – London Youth Games Foundation

Do you want to play a part in creating the largest and most inclusive city-focused Youth Games that is accessible to all? Are you passionate about using the power of sport to create life-changing opportunities for all young Londoners? Do the values of Inclusivity, Collaboration and Integrity align with your own values? If 'Yes', then we may have an amazing opportunity for you.

The London Youth Games uses the power of sport and physical activity to create life-changing opportunities for all young Londoners. We have three core beliefs that we measure ourselves against.

- Sport is a right for all.
- Sport improves physical and mental wellbeing.
- Sport is a key driver of social integration.

### Job Title: Youth & Workforce Development Manager

<b>Role:</b>	Responsible for leading, developing and delivering our workforce and youth engagement programmes.
<b>Hours:</b>	37.5 hours a week
<b>Salary:</b>	£30,000 - £32,000
<b>Contract:</b>	Two-year fixed term contract, possible extension subject to funding
<b>Location:</b>	Office base - London South Bank University, SE1. Hybrid with possible home working 3/2 day split.
<b>Holiday:</b>	25 days per annum pro rata in addition to statutory bank holidays and lieu days for weekend work.
<b>Reports to:</b>	Head of Events & Delivery
<b>Recruitment timetable</b>	
<b>Closing date:</b>	6pm Tuesday 18 <sup>th</sup> November 2025
<b>Interviews:</b>	Week commencing 24 <sup>th</sup> November 2025
<b>Start date:</b>	Earliest opportunity and subject to notice periods
<b>Questions:</b>	If you have any questions about the role, please contact Lucy Baines on <a href="mailto:lucy@londonyouthgames.org">lucy@londonyouthgames.org</a>



<b>To apply:</b>	<p>Please send your CV alongside answers to the following questions (maximum 500 words per question):</p> <ol style="list-style-type: none"><li>1. We want all our employees to be as passionate about working for our organisation as we are. Why have you applied for this role and what do you think makes you a strong candidate?</li><li>2. We are proud of our team and the amazing work they do. What has been the best team you have been part of, why was it successful and what role did you play in this success?</li><li>3. Our LYG33 programme is integral to all the work we do. Why are you passionate about leading and developing young people?</li></ol> <p><b>Please email both your CV alongside the answered questions to <a href="mailto:info@londonyouthgames.org">info@londonyouthgames.org</a></b></p> <p>As an Equal Opportunities employer, we are fully committed to providing equal opportunities for all employees, workers, and job applicants, and to eliminating unlawful and unfair discrimination. We aim to create a culture that encourages and values diversity, and that appoints, rewards and promotes staff based on merit. To support our understanding of how effective we are at ensuring our equal opportunities commitments are upheld we ask all job applicants to complete this voluntary Equal Opportunities Recruitment Monitoring Form.</p>
<b>Please note:</b>	<ul style="list-style-type: none"><li>• The role will require some weekend and evening work throughout the year, with an increase in weekend work during May – first weekend in July.</li><li>• CVs sent without answers to the questions will not be accepted.</li><li>• Receipt of your application will be acknowledged by email.</li></ul>

## About the London Youth Games Foundation

For 48 years we have proudly delivered an annual Games season which includes 35 different sports and over eighty events for young Londoners, providing opportunities in both local settings and through London wide competitions. With our fantastic support from Sport England, the GLA, our sponsors and the 33 Boroughs of London we are excited to enter the next phase of our development and build on our five-year strategy Golden Horizon.

We are committed to providing opportunities through participation, volunteering, coaching and officiating for all young Londoners, with a commitment that our workforce and the Games become reflective of London's rich diversity. We encourage applications from people from



diverse backgrounds including Black, Asian, and ethnically diverse people, people with disabilities, women, and people from the LGBTQ+ communities.

This is a particularly exciting time to join the London Youth Games Foundation as we look forward to celebrating our landmark 50th anniversary celebration having been set up to celebrate the Queen's Silver Jubilee in 1977.

## About You

London Youth Games Foundation is looking for a team-oriented individual with strong interpersonal skills, and great enthusiasm for sports, youth engagement & leadership and volunteering. You will understand the importance of youth voice and engagement, and what makes a volunteering or workforce development opportunity engaging and memorable. The ideal candidate will have experience working directly with young people (aged under 21), and experience leading on workforce or volunteering programmes.

## Role Purpose

Responsible for the delivery and development of the organisation's workforce and youth engagement programmes. This includes leading on and developing the LYG33 programme, the recruitment of volunteers, and the development of the GamesForce programme, which develops Young Leaders and volunteers through opportunities at the Games.

## Key Responsibilities

### Youth Engagement:

- To lead on the recruitment of LYG33, recruiting a range of young people from across London, which embodies the diversity of our capital city.
- Lead on creating an engaging annual programme of events, development opportunities and certification awards for LYG33, to ensure youth voice is at the centre of what we do.
- Support the wider LYG team with youth insight and youth voice engagement.

### Workforce Recruitment & Development:

- Work with the wider London Youth Games team to identify workforce and volunteering needs across a wide range of opportunities.
- Lead on recruiting volunteers, using Rosterfy (volunteer management system), for the full calendar of London Youth Games & School Games competitions and events, ensuring that we are recruiting a diverse and engaging group of volunteers across all our roles.
- Increase and develop the range of schools engaging with the Young Leaders programme for School Games, promoting and developing training opportunities for young people at school to put into practice at School Games events.
- Develop the 'GamesForce' programme, creating reward and training schemes for



engaged volunteers, inspiring them to continue their volunteering with us and act as an ambassador for us within London volunteering networks.

#### **Relationship & Stakeholder Management:**

- Work with similar organisations throughout London and nationally to identify youth engagement and workforce development partnership opportunities, which will further enhance the offer young people and volunteers receive from the Games.

## **Person Criteria**

### **Essential**

- Ability to recruit, engage and achieve positive outcomes for young people.
- Proven track record in recruiting, training and deploying volunteers.
- Proven success in developing and enhancing a workforce programme.
- Knowledge of the volunteering landscape in London.
- Success in building and fostering meaningful and productive working relationships with colleagues.
- Ability to thrive in a dynamic team environment.

### **Desirable**

- Knowledge of the youth and sport landscape in London.
- Understanding of a variety of sports.
- Experience working in competitions or events.
- Experience of using Rosterfy or similar volunteer management systems.

## **Other Requirements of Role**

- The post holder will need to work some evenings and weekends throughout the year, with an increase in weekend work during May – first weekend in July.
- LYG has a commitment to a positive work-life balance.

## **Equality and Diversity**

- LYG is committed to championing equality and diversity in all aspects of employment and in the services that it provides.
- All employees are expected to understand and promote the LYG Equal Opportunities Policy in the course of their work.
- LYG is fully committed to the principles of equality of opportunity. We are responsible for ensuring that no job applicant receives less favourable treatment, on the grounds of age, gender reassignment, religion or belief, sex, sexual orientation, race, marriage and civil partnership, pregnancy and maternity, disability, or socio-economic



background than any other.

- We operate a guaranteed interview scheme for applicants that have a disability who meet the minimum criteria for the role. Please indicate in your application if this may be applicable.